

FIRE RECRUITMENT

CIVIL SERVICE COMMISSION

Canton, Ohio



Photo Courtesy of Jeff Keirn

INTERESTED IN BECOMING A FIREFIGHTER/PARAMEDIC?

The Canton Fire Department is seeking individuals who wish to make a positive impact within the community they serve. Work every day as a Firefighter/Paramedic to serve the City of Canton and ensure that your city and its residents are safe and protected!

We Serve to Save!

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CANTON, OHIO



CITY INFORMATION:

Canton is a city in, and the county seat of, Stark County, Ohio. It is located approximately 60 miles south of Cleveland and 20 miles south of Akron in Northeast Ohio. Canton is chiefly notable for being the home of the Pro Football Hall of Fame and the birthplace of the National Football League. Canton is also home to the William McKinley National Memorial in honor of our 25th President.

Canton is currently experiencing an urban renaissance, anchored by its growing and thriving arts district centrally located in the downtown area. Several historic buildings have been rehabilitated and converted into upscale lofts, attracting thousands of new downtown residents into the city. One of downtown Canton's newest editions, Centennial Plaza, is a vibrant hub for community events and social activities.

POPULATION: 71,000



COUNTY: STARK



CANTON FIRE DEPARTMENT



OUR MISSION

The Mission of the Division of Fire is to protect the life and property of the community we serve from the adverse effects of fires, sudden medical emergencies, or exposure to man-made or natural disasters. We achieve this, in the safest manner possible, with pride and enthusiasm and through the quick response of dedicated, well-trained professionals.

We Serve to Save!



CANTON FIRE DEPARTMENT



DEPARTMENT INFORMATION:

The Canton Fire Department has approximately 154 firefighter/paramedics who are progressive in seeking the latest technology and training to complete our mission of service to the Hall of Fame City. Our Fire family has the opportunities of a large city while instilling that unparalleled feeling of a small hometown. Opportunities for movement include Firefighting Operations, Paramedic Operations, Engineer, Fire Prevention Bureau, K-9 Operations, Training Bureau, Technical Rescue Operations Team, Water Rescue Team, HAZMAT Team, SWAT Medic and Public Education. Promotional exams are conducted as positions are vacated. Our firefighter/paramedics are from all different backgrounds and serve in a variety of roles. They are making a difference and they love what they do. You could too!

We Serve to Save!

"I joined the Canton Fire Department because I wanted to serve my community the same way my father did!"



SALARY AND BENEFITS



STARTING SALARY INFORMATION:

Paramedic, FF and EMT certifications \$35,200 + Contractual Benefits

FF and EMT certifications \$33,900 + Contractual Benefits

FF or EMT certification \$32,000 + Contractual Benefits

No certifications \$31,300 + Contractual Benefits

**2021 Overall Salary Range for Canton City Firefighters: \$31,300-\$62,473*

CONTRACTUAL BENEFITS:

- Uniform allowance (after probationary period)
- Physical fitness incentive (after probationary period)
- Premium pay for Hall of Fame festivities (after probationary period)
- 24/48 work schedule
- Kelly days (every tenth shift off)
- Paramedic pay



We Serve to Save!

"I joined the Canton Fire Department so I could be a part of team and make an impact."

SALARY AND BENEFITS



BENEFITS:

City of Canton Firefighter/Paramedics and their eligible dependents become eligible for comprehensive health benefits on the first day of the month following 60 days of employment. Health benefits include hospitalization, outpatient services, prescription coverage, dental and vision coverage, and group life insurance.

Time-off benefits include paid vacation, paid holidays, and paid sick leave. Other benefits include tuition assistance, clothing allowance, physical fitness incentives, and longevity pay. All Safety Forces (Police and Fire) become members of the Ohio Police and Fire Pension (OP & F). For additional information regarding benefits, contact the Human Resources Department at 330.438.4136.

We Serve to Save!

"I joined the Canton Fire Department so I could help keep my community safe and do my part to serve others!"



APPLICATION DETAILS

JOB REQUIREMENTS:

- **Age:** 18 to 34 NO FIREFIGHTER/PARAMEDIC SHALL BE APPOINTED AFTER THEIR 35TH BIRTHDAY. THERE ARE NO EXCEPTIONS.
- **US Citizen:** You must be a citizen of the United States or have legally declared your intention of becoming a United States Citizen.
- **High School Grad/GED:** You must be a high school graduate or possess a G.E.D.
- **Valid State Driver's License:** You must possess a valid driver's license issued by your state of residence.

STEPS TO APPLY:

1. Fill out an application on **[governmentjobs.com](https://www.governmentjobs.com)**. Upload a copy of your driver's license and any other supporting documentation before submitting the application. Supporting documentation includes school transcripts, DD-214 (if applicable), and any related certificates.
2. The Canton Civil Service staff will review your application. If you meet the minimum requirements and have all necessary documentation uploaded, your name will be referred to National Testing Network and you will be invited to take the Firefighter/Paramedic exam.
3. You will be required to fill out the Personal History Questionnaire on the National Testing Network website. The PHQ should be completed as soon as possible to be considered further in the hiring process.

TESTING PROCESS:

The testing process to be added to the Civil Service Eligibility List will consist of two components. The two components are a written examination, administered by the National Testing Network, and a physical agility test, which will be scheduled at a later date. In order to take the physical agility test, you must have passed the written examination. You will also need to receive medical clearance from a physician in order to take the physical agility test. The written examination will count as 100% of your total grade. The physical agility test is a pass/fail. **APPLICANTS MUST PASS BOTH COMPONENTS TO BE CONSIDERED.** An applicant's overall score plus bonus credits shall be the basis for the ranking of candidates on an eligibility list. Bonus credits shall be added only if the candidate passes both test components.

ACCOMMODATIONS:

If you have a disability requiring accommodation at any phase during the testing process, please advise the Civil Service Commission Office as soon as possible so that the steps necessary to accommodate your needs can be met. Failure to do so may result in the City's inability to accommodate the disability.

BONUS CREDIT – DOCUMENTATION & STANDARDS:

Bonus credits shall be added only if the candidate passes both test components. All credits will be added to the final composite score provided candidates submitted the necessary documentation when required. *See next page for details on bonus credit.*

APPLICATION DETAILS

VETERAN'S PREFERENCE:

Upon receiving a passing score, a twenty percent (20%) bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of the National Guard who has completed more than 180 days of active duty service. (ORC 124.23C). ---OR--- A member in good standing of a reserve component of the armed forces of the United States, including the Ohio National Guard, who successfully completes the member's initial entry-level training shall receive a credit of fifteen percent (15%) of the person's total grade given upon receiving a passing score (ORC 124.23C). Applicant must submit a certificate of service or honorable discharge (Form DD-214 – Long version) when required to receive the bonus credit.

BACHELOR'S DEGREE:

Upon receiving a passing score, a twenty percent (20%) bonus will be granted if a diploma or transcript of college grades are submitted when required (unofficial transcripts are acceptable). Credit will be granted if all degree requirements are met by the end of the application period, and documentation is received when required.

ASSOCIATE'S DEGREE IN FIRE SCIENCE:

Upon receiving a passing score, a ten percent (10%) bonus will be granted. Documents for this credit include a copy of a college diploma provided the name of the degree, i.e., Fire Science is named on the diploma or a transcript of college grades (unofficial transcripts are acceptable). Credit will be granted if all degree requirements are met by the end of the application period and documentation is received when required.

CERTIFIED EMT PARAMEDIC:

Upon receiving a passing score, a twenty percent (20%) bonus credit will be granted to all persons who hold a current certificate as an Emergency Medical Technician-Paramedic issued by the State of Ohio or certification as a Nationally Registered Paramedic. A copy of the certificate must be submitted when required.

CERTIFIED BASIC EMT:

Upon receiving a passing score, a ten percent (10%) bonus credit will be granted to all persons who hold a current certificate of an Emergency Medical Technician issued by the State of Ohio. A copy of the certificate must be submitted when required.

OHIO STATE DEPARTMENT OF EDUCATION CERTIFICATION:

Upon receiving a passing score, a twenty percent (20%) credit will be granted to all persons who hold a certificate issued by the Ohio State Department of Education stating they satisfactorily completed the minimum "Full-Time Paid Firefighter Course". A copy of the certificate must be submitted when required.

TO RECEIVE BONUS CREDIT FOR THE ABOVE, DOCUMENTATION MUST BE SUBMITTED WHEN THE APPLICANT APPLIES (SPECIAL CIRCUMSTANCES MAY BE CONSIDERED) AND THE APPLICANT MUST ATTAIN THE MINIMUM PASSING GRADE OF 70%. THE MAXIMUM BONUS CREDIT ALLOWABLE IS 20%.

APPLICATION DETAILS

CERTIFICATION OF RESULTS:

A candidate is declared eligible for employment upon successful completion of both facets of the testing process. Eligible candidates will be ranked in grade order from highest to lowest scores according to their scores plus any applicable bonus credit(s) provided the minimum passing score is attained and bonus credit documentation is provided. The eligibility list will be valid for a one-year period, or until the position is closed.

HIRING PROCESS:

The hiring process begins with a formal request from the Public Safety Director to employ a certain number of Firefighter/Paramedics. The Civil Service Commission will forward the appropriate number of names of the highest-scoring candidates from the eligibility list to the Director. Candidates will then be required to undergo a background investigation conducted by the Canton Fire Department. Candidates will be scheduled to appear before an Interview Committee composed of representatives of the Canton Fire Department. The Safety Director shall be notified of the results of the interviews and the Committee's recommendations. Those candidates selected by the Safety Director will then be required to undergo the examinations described below.

PHYSICAL/PSYCHOLOGICAL EXAMINATION:

All candidates for Firefighter/Paramedic must submit to and successfully pass a physical and psychological examination by a licensed physician designated by the Civil Service Commission before being appointed to the position of Firefighter/Paramedic.

NOTICE OF DRUG TESTING REQUIREMENT:

Pursuant to Civil Service Rule IV (16), applicants are hereby advised that the position of employment being examined for has been declared as "safety-sensitive". Accordingly, eligibility is not considered final until drug testing has been successfully completed with a negative result. Applicants who refuse to submit to drug testing or submit and fail such testing will be removed from all safety-sensitive eligibility lists upon which their name appears for a period of one year or until the eligibility list(s) expire(s), whichever is shorter. Reinstatement to eligibility list(s) shall be contingent upon successfully passage of drug testing under the Commission's control at applicant expense.

NOTICE OF BACKGROUND INVESTIGATION:

Be advised that candidates will be subjected to a confidential background investigation, including, but not limited to, a criminal record check and driving record check.

EQUAL EMPLOYMENT:

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability, or any other non-merit factor.

Contact Canton Civil Service for any questions regarding the application process at (330) 489-3360.

CIVIL SERVICE COMMISSION

WHO ARE WE?

The Canton Civil Service Commission is the primary contact point for candidates seeking employment with the City of Canton. Discover careers in IT, finance, engineering, labor, health, safety, and so much more! Nearly all employees within Canton City government found their start through the Canton Civil Service Commission.

COMMISSION MEMBERS:

- Edmond Mack
- Ralph Lee
- Albert "Chip" Conde
- Mariella Mestel

WHAT DOES THE COMMISSION DO?

The Commission prescribes, amends, and enforces rules for the classification of positions in the civil service of the city, city schools, and city health districts. The rules apply to appointments, promotions, removals, transfers, layoffs, suspensions, reductions, and reinstatements of all the above positions. The Commission also creates and enforces rules to ensure the standardization of these positions and maintain efficiency in them.

HOW DO I GET A JOB IN THE CITY?

- **APPLY:** Search and apply for jobs on www.governmentjobs.com
- **TEST:** Complete the required testing through the Civil Service Commission.
- **RANK:** Once all steps are completed, candidates will be ranked on an eligibility list according to their performance in the previous steps.
- **INTERVIEW:** Complete a series of interviews through the appropriate departments.
- **HIRE:** Start your new career working for the City of Canton!

Right Person Right Job!



CONTACT INFORMATION



FIRE RECRUITMENT:

Captain Derek Paige

Phone: 330-489-3400

Email: derek.paige@cantonohio.gov

CIVIL SERVICE COMMISSION:

Director Sam Sliman

Phone: 330-489-3360

Email: jobs@cantonohio.gov

Office: 218 Cleveland Ave SW, 3rd Floor
Canton, Ohio 44702

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